

PROGRAM NO. 4518-S TERM May 1, 2018 thru April 30, 2019 plus 4 Option Years

TITLE: North Dakota Army National Guard

ITEM	DESCRIPTION	BASIS OF AWARD	Quality Printing Service Bismarck, ND		United Printing Bismarck, ND		WBC Inc. d/b/a Lithexcel Albuquerque, NM		Previous Contractor United Printing Bismarck, ND	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT									
(a)	20 text pages plus separate cover									
(1)	Makeready and/or Setup.....	5	\$2,095.00	\$10,475.00	\$2,251.02	\$11,255.10	\$3,200.00	\$16,000.00	\$2,046.38	\$10,231.90
(2)	Running per 1000 copies.....	21	\$575.00	\$12,075.00	\$597.49	\$12,547.29	\$756.00	\$15,876.00	\$543.17	\$11,406.57
II	AUTHOR'S ALTERATIONS:									
(a)	PDF proofs..... per page.....	20	\$1.00	\$20.00	\$0.00	\$0.00	\$5.00	\$100.00	\$0.00	\$0.00
(b)	G7-profiled proofs..... per page.....	20	\$5.00	\$100.00	\$5.45	\$109.00	\$20.00	\$400.00	\$4.95	\$99.00
(c)	System timework..... per page.....	4	\$60.00	\$240.00	\$95.00	\$380.00	\$90.00	\$360.00	\$85.00	\$340.00
III	ADDITIONAL OPERATIONS:									
(a)	NCOA certification setup..... per order.....	5	\$45.00	\$225.00	\$25.00	\$125.00	\$20.00	\$100.00	\$25.00	\$125.00
(b)	NCOA certification updates. per 1,000 addresses...	5	\$20.00	\$100.00	\$10.00	\$50.00	\$7.50	\$37.50	\$10.00	\$50.00
	TOTAL OFFER :			\$23,235.00		\$24,466.39		\$32,873.50		\$22,252.47
	DISCOUNT :		0.00%	\$0.00	0.00%	\$0.00	1.00%	\$328.74	0.00%	\$0.00
	NET OFFER :			\$23,235.00		\$24,466.39		\$32,544.77		\$22,252.47
			Awarded							

* GPO Estimate

18 APR 16 AM 9:20

U.S. GOVERNMENT PRINTING OFFICE
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

North Dakota Guardian

as requisitioned from the U.S. Government Printing Office (GPO) by the

North Dakota Army National Guard
United States Property and Fiscal Office for North Dakota

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on
April 20, 2018.

BID SUBMISSION: Submit bid to: U.S. Government Publishing Office (GPO), Chicago Regional Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Chicago Regional Office Fax No. (312) 886-2057. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

CONTRACT TERM: The term of this contract is for the period beginning May 1, 2018 and ending April 30, 2019, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of Bismarck, North Dakota.

Note: Minor changes from the previous contract are scattered throughout.

INFORMATION: For questions about these specifications call Gina Conaway at 312-353-3916 x 5. NO COLLECT CALLS. For specifications or abstracts – this information is available on the GPO website at www.gpo.gov/how-to-work-with-us/vendors/contract-pricing.

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-2057.

SECTION 2.- GENERAL FORMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 8-02)).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf> and <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.) GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes – Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Approved Press Sheets / Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Press Sheets / Approved Proofs
P-10. Process Color Match	Approved Press Sheets / Approved Proofs

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared nonresponsible.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from (date), and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending (insert the date that is 3 months prior to the beginning of the contract), called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from May 1, 2018 through April 30, 2019 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government agency identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to, or performance at, multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH
THE SCHEDULE OF PRICES FORMAT.**

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a separate-cover, saddle-stitched publication requiring such operations as electronic prepress, proofs, four-color process printing, binding, packing and distribution.

TITLE: North Dakota Guardian.

Although this is an option year contract, all estimates, averages, etc., are based on one year's production.

FREQUENCY OF ORDERS: Approximately 5 orders per year.

QUANTITY: Approximately 4,275 copies per order.

NUMBER OF PAGES: 20 text pages, with separate cover.

TRIM SIZE: 8-1/2 x 11".

GOVERNMENT TO FURNISH: Electronic media on DVD will be dropped off by agency at contractor's location, or at the Government's option may be made available for contractor pickup or uploaded to contractor's FTP site. Native files will be created on the Windows platform using Adobe Creative Suite. Colors will be specified as CMYK. Any furnished fonts are the property of the Government and/or its originator. All furnished fonts must be eliminated from the contractor's archive immediately after completion of the contract.

Distribution Lists will be dropped off by agency at contractor's location, or at the Government's option may be made available for contractor pickup, uploaded to contractor's FTP site, or sent by agency to contractor via email. Lists will be provided in ASCII format, delimited, addresses in ZIP code sequence.

Print Order (GPO Form 2511): Print orders will generally be included with the furnished materials. At the Government's option, print orders may be furnished via email, as a hard copy, a faxed copy, or by FTP.

Labeling and Marking Specifications (GPO Form 905). See GPO Contract Terms Booklet, Publication 310.2. for more information.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of furnished media and files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and Gina Conaway at 312-353-3916 x 5 in sufficient time to comply with the shipping schedule. The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

PROOFS:

One (1) set of digital color content proofs (provided that direct to plate is used to produce the final product). Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One (1) set of inkjet proofs that are G7-profiled and use pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meet or exceed industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 Wedge or P2P25 Target. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

AUTHOR'S ALTERATIONS: Author's alterations (AAs) may occur occasionally during the proofing stage. **At the Government's option, changes may be supplied by the Agency or requested from the contractor,** up to a maximum of eight (8) typeline corrections and two (2) image adjustments (placement, color or other). AAs in excess of these must be immediately brought to the attention of the contract administrator, Gina Conaway, at gconaway@gpo.gov or 312-353-3916 x 5. One additional workday may be added to the schedule to accommodate AAs.

Author's alterations (AAs) proofs shall be digital color content PDF proofs, provided via e-mail to Staff Sgt. Eric Jungels, ND National Guard Public Affairs, eric.p.jungels.mil@mail.mil, office 701-333-2195, cell 701-425-4844, or to an alternate email address as provided by the Agency.

At the Government's option, G7-profiled inkjet proofs may also, or alternatively, be requested as AA proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to notification from the agency of an "OK to Print".

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20401; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>

All cover paper must have the grain parallel to the spine, and score to prevent cracking. All text paper used in each copy must be of a uniform shade.

Cover: White No. 2 Coated Cover, Gloss-finish, basis weight 80 lbs. per 500 sheets, 20 x 26", equal to JCP L12.

Text: White No. 2 Coated Text, Gloss-finish, basis weight 100 lbs. per 500 sheets, 25 x 38", equal to JCP A182.

PRINTING AND INK: Print cover and text in 4-color process, head to head, with tints/solids, illustrations reversing and trapping; with type/line matter and some reversing out to appear white and bleeds. Text pages contain crossovers that must align across the bind. After printing, flood coat cover 1 and spot coat cover 4 with a clear, non-yellowing gloss varnish or, at contractor's option, a clear, gloss aqueous coat.

Top half of back cover 4 must contain a 7-1/2 x 4-1/8" uncoated area for addressing, located as necessary in accordance with all current U.S. Postal Regulations. Return address and bulk permit information print in black in this uncoated area on all copies.

MARGINS: Full bleeds throughout.

PRESS SHEET INSPECTION: A Press Sheet Inspection (PSI) will be required. If required, final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run. Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

For viewing of the press sheets, the contractor must provide controlled lighting using overhead viewing lights with 5000 degree Kelvin ruminantion.

The contractor must notify the ordering Agency of the date and time the inspection (press sheet, bindery, or other) inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workdays prior to the inspection. See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection. Notification should be made to the NDNG Public Affairs Office at eric.p.jungels.mil@mail.mil, office 701-333-2195, cell 701-425-4844, or to an alternate contact as provided by the Agency.

IDENTIFICATION MARKINGS. Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy or film, must not print on finished product.

BINDING: Saddle-wire stitch in two places on 11" side and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to the left or right side of the stitches will not be allowed. Separate covers collate and trim flush.

PACKING, LABELING AND MARKING:

Bulk Shipments: Pack in shipping containers not to exceed 45 lbs. when fully packed. Pack suitably in containers as appropriate. Products shall not be mixed within bundles or containers. Shipping containers shall have a minimum bursting strength of 275 lbs. per square inch or a minimum edge crush test (ECT) of 44 lbs. per inch width.

One sample copy of the product packaged in each bundle or container must be attached, face up to the outside of the bundle or container, to identify the contents therein. At the contractor's option, when multi-page products are packaged, a sample copy of the first page of the product may be attached to identify the contents. When multiple bundles or containers are required to package the same product, they must be identified (i.e. 1 of 3, 2 of 3, etc). Contractor to reproduce shipping container labels, fill in appropriate blanks and attach to shipping containers.

Self Mailers: Affix a label, or at contractor's option, ink jet mailing address directly to address area of cover 4 for approximately 4,200 copies to be mailed as self mailers..

Labeling and Marking Specifications (GPO Form 905): See GPO Contract Terms Booklet, Publication 310.2. for more information.

All expenses incidental to packing and labeling bundles and containers must be borne by the contractor.

GPO SAMPLES: Mark package with Program number and Print Order number. GPO samples are to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. Deliver sample copies by the most economical method. No additional charge will be allowed for GPO samples.

GPO "VERIFICATION OF DELIVERY": Contractor MUST email delivery verification information to VerifyChicago@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of **F.O.B. Contractor City** (at government's expense), enter the date of shipment. If a contract specifies **F.O.B. Destination** (at contractor's expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity shipped and/or delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

DISTRIBUTION:

It is expected that agency will drop off and pick up furnished materials, review proofs at contractor's site, and conduct a press sheet inspection at contractor's plant for each order. However, at the Government's option the following address may be used as an alternate for pick up and return of furnished materials and proofs, with delivery F.O.B. Destination (at contractor's expense) via traceable means:

North Dakota Army National Guard
ATTN: Public Affairs Office
Fraine Barracks, Bldg. 030
Bismarck, ND 58506-5511

Deliver F.O.B. Destination (at contractor's expense) via traceable means:

Balance to: North Dakota Army National Guard
(Approx. ATTN: Public Affairs Office
75 copies Fraine Barracks, Bldg. 030
Per order) Bismarck, ND 58506-5511

2 GPO Samples to: U.S. Government Publishing Office
Attn: (Program #) and (Print Order #) - GC
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

Mail F.O.B. Contractor's City: Approximately 4,200 self-mailer copies from a specified Bismarck, ND Post Office.

Contractor is required to pay all postage for each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Form (or equivalent) along with invoice voucher. Reimbursable postage must be a separate line item on invoice.

SORTING, MAILING AND DISTRIBUTING IN ACCORDANCE WITH POSTAL SERVICE (USPS) REGULATIONS: All mailed pieces must meet all USPS requirements. All mailings shall be made at the bulk non-automation Standard Mail A Class flat rate. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Address Sorting: Data files will be supplied by agency in ZIP code sequence. Contractor will be required to complete any sorting and CASS Certification as needed to meet U.S. Postal regulations and postage class requirements. Contractor must verify 5-digit ZIP code accuracy, complete PAVE (Presort Accuracy Validation and Evaluation), and/or complete any other standardized validation processes as necessary.

NCOA Processing: NCOA processing will be required.

Postal Service Forms and Other Requirements: As needed, contractor must generate all bag tags, tray labels, etc., provide all bagging, traying, sorting, etc., and generate and accurately complete all required Postal Service forms.

Non-USPS Postage (Invalids): Contractor must notify the agency of any addressed deemed invalid (non-qualifying) by the U.S. Postal Service.

RETURN OF GOVERNMENT FURNISHED MATERIALS: Unless picked up by agency, all furnished materials must be returned to the Agency at the address indicated in "Distribution". All expenses incidental to the pickup and return of all Government Furnished Material and furnished samples must be borne by the contractor.

Upon completion of any order that requires the contractor to make alterations to furnished files, the contractor must return a copy of the final production native application files to the agency. The returned final native files must be an exact representation of the final printed piece and shall be returned to the agency on the same type of storage media as the original furnished files were provided to contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for notification of availability of furnished materials can be predetermined.

All pickups and deliveries must be made Monday through Friday, exclusive of Federal Holidays, before 3:30 pm local prevailing time.

The following schedule begins the workday after notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	WD After
Contractor delivers proofs.....	2
Contractor pickup proofs.....	2
Contractor notification of press sheet inspection date/time	1
Press sheet inspection	2
Contractor completes delivery/ mailing*	5

* Delivery/mail date is the date that the complete order must deliver, GPO Samples and returned government furnished materials, and the date that mailed copies mail.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices."

		(1)	(2)
I.	(a)	5	21
II.	(a)	20	
	(b)	20	
	(c)	4	
III.	(a)	5	
	(b)	5	

SECTION 4.- SCHEDULE OF PRICES

Bids offered are F.O.B. Destination and F.O.B Contractor's City.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

All billing submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the Per 1,000 rate.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. Prices are per issue.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) 20 text pages plus separate cover	\$ _____	\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

II. AUTHOR'S ALTERATIONS: Upon approval by GPO contract administrator, AAs are chargeable if in excess of eight (8) typeline corrections and two (2) image adjustments (placement, color or other).

All G7-profiled proofs ordered for AAs are chargeable.

- (a) PDF proofs..... per page.....\$ _____
- (b) G7-profiled proofs per page.....\$ _____
- (c) System timework per hour.....\$ _____

Any charge made under "System timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to make the final determination as to the operations and/or number of hours chargeable.

III. ADDITIONAL OPERATIONS:

- (a) NCOA certification setup..... per order.....\$ _____
- (b) NCOA certification updates per 1,000 addresses....\$ _____

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: My production facilities are located within 50 miles of Bismarck, ND. Yes No

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product..... _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder

(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City -- State -- Zip Code)

By

(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

BIDDERS NOTE: Indicate below how you intend to meet the required schedule of these specifications including the proposed carrier(s) that you will use for pickups and deliveries.

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)